



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY MANAGEMENT/HOMELAND SECURITY
URBAN SEARCH AND RESCUE
CT - TF 1



STANDARD OPERATING PROCEDURE

Effective Date: July 06, 2004	Number: A-001	Revision:
Title: ATTENDANCE (Administration)		
Approved by:	Reevaluation Date: May 2008	No. of Pages: 2

PURPOSE

To establish guidelines for CT-TF1 session attendance.

SCOPE

This procedure will be followed by all active CT-TF1 members.

PROCEDURE

I. Excused Absences

All members are required to attend ***all*** drills to the best of their ability. Absences for work, sickness, school, vacation, religious or family obligations may be excused in advance through the chain of command. The frequency of absences and the nature of missed training may be grounds for removal from active status, at the discretion of the Command Staff.

Procedures for excused absences are:

- ☐ The member shall notify his/her Component Manager or Squad Officer of their inability to attend a scheduled drill as soon as possible ***prior*** to the scheduled drill.
- ☐ On the day of the drill, the Component Manager or Squad Officer shall submit a "Member Excused" form to the Administrative Coordinator. (See attached form)
- ☐ It is the responsibility of the member to make up any missed training to the extent possible with the approval and in coordination with their Component Manager. See *CT-TF1 US&R Manual*,

Chapter 5, Section 5.2, Team Drill Participation, for additional guidance. Prior technical training is not grounds for an excused absence but may be considered to evaluate “operational readiness” of a member.

- ❑ In the event of three (3) excused absences in a 12 (twelve)-month period, the Component Manager is required to evaluate the member’s operational readiness and report this information to their Task Force Leader. The Component Manager, Task Force Leader, and the Training Coordinator will evaluate the member’s status in line with *CT-TF1 US&R Manual, Chapter 5, Participation Requirements*.

II. Unexcused Absence

Any member who is absent from a scheduled drill and whom their Component Manager has not excused will be considered “**unexcused**”. An unexcused absence immediately suspends the member from further participation with CT-TF1, as outlined in *CT-TF1 US&R Manual, Chapter 5, Section 5.8, Suspensions*. The member may appeal this action in line with *CT-TF1 Manual, Chapter 5, Section 5.10, Appeals*.

Once suspended, the member must surrender all CT-TF1 Urban Search and Rescue equipment within 30 days.